

**RULES
OF
TENNESSEE STUDENT ASSISTANCE CORPORATION**

**CHAPTER 1640-1-13
MINORITY TEACHING FELLOWS PROGRAM**

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1640-1-13-.01 INTRODUCTION.

- (1) These rules implement the Minority Teaching Fellows Program authorized by T.C.A. § 49-4-706 in Public Chapter 202 of the 1989 Public Acts (hereinafter referred to as the “Act”). The Act provided for a fellowship award for minority Tennesseans who are preparing to become teachers. Recipients who become public school teachers in Tennessee shall receive forgiveness of the fellowship balance based on one (1) year’s teaching service for each year the fellowship was awarded. The Tennessee Student Assistance Corporation (TSAC) shall administer the program under regulations and criteria developed jointly with the State Board of Education (SBE) and the Tennessee Higher Education Commission (THEC).

Authority: T.C.A. §§ 49-4-201, 49-4-204 and 49-4-706. **Administrative History:** Original rule filed July 14, 1989; effective October 29, 1989. Amendment filed February 3, 2005; effective June 28, 2005. Repeal and new rule filed December 6, 2007; effective April 29, 2008.

1640-1-13-.02 GENERAL.

- (1) Definitions. As used in these regulations (Chapter 1640-1-13):
 - (a) “Academic year” is a period of time, typically nine (9) months, and is composed of two (2) semesters.
 - (b) “Act” is T.C.A. § 49-4-706 as found in Public Chapter 202 of the Public Acts of 1989.
 - (c) “Deferment” is a period of time in which the student’s payments may be postponed.
 - (d) “Eligible schools” in which recipients may teach for credit toward their loans are those public schools approved by the SBE for teaching at a prekindergarten, kindergarten, elementary, or secondary level in Tennessee.
 - (e) “Full-time teaching” will be determined on the basis that a minimum of fifty percent (50%) of the recipient’s weekly workload is devoted to teaching, exclusive of administrative, counseling or other assigned duties.
 - (f) “Full year of teaching service” shall be two (2) semesters of full-time teaching.
 - (g) “Grace period” is a period of one (1) year that shall begin on the date the student completes his or her plan of study, in which repayment is not required and interest shall accrue on the loan from the date of disbursement.
 - (h) “Minority” is a person who is: African American, a person having origins in any of the black racial groups of Africa; Hispanic, a person of Mexican, Puerto Rican, Cuban,

(Rule 1640-1-13-.02, continued)

Central or South American, or other Spanish culture or origin, regardless of race; Asian American, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; or Native American, a person having origins in any of the original peoples of North America.

- (i) "Plan of study" is a plan of enrollment not to exceed four (4) academic years (the equivalent of eight (8) semesters) within which the applicant may complete requirements for licensure in an eligible field of study. The plan is transferable among Tennessee higher education institutions provided such transfer is approved by the receiving institution and can be completed within the four-year time calculated from the date of disbursement.
 - (j) "Repayment period" is a period of not more than ten (10) years in which the loan will be repaid and shall begin at the end of the grace period, or when TSAC determines that the recipient has not complied with the requirements of the Act.
 - (k) "Satisfactory progress" is a standard of progress toward completion of the pursued plan of study during which the student maintains at least a 2.5 cumulative grade point average (GPA) or, if required by the institution attended, a higher GPA. After two (2) or more semesters of attendance, if a student's cumulative GPA is no more than 0.1 below the required GPA, the student may continue on probation for one (1) semester. After the probation semester, the cumulative GPA must be at least 2.5 or higher if required by the institution attended. The student may have only one (1) semester of probation during eight (8) semesters of eligibility in the program.
 - (l) "Statement of Intent" is a signed statement from a candidate certifying his or her intent to become a teacher in a public school system of Tennessee at the prekindergarten, kindergarten, elementary, or secondary level.
- (2) All recipients must attend the college or university on a full-time basis as determined by the institution's written policies to be eligible.
 - (3) Funds received from this program are considered financial assistance for purposes of determining student assistance eligibility under programs authorized by Title IV of the Higher Education Act of 1965, as amended.
 - (4) All such loans shall be evidenced by notes payable to TSAC.
 - (5) Any applications received or approved shall be subject to the availability of funds.
 - (6) The applicant pool for available funds for awards to be made for the year beginning in July shall be established based upon applications received prior to April 15 of that year. The April 15 cut-off date may be extended by the TSAC Executive Director should it be determined necessary for the purpose of utilizing all available funds.

Authority: T.C.A. §§ 49-4-201, 49-4-203, 49-4-204, and 49-4-706. **Administrative History:** Original rule filed July 14, 1989; effective October 29, 1989. Amendment filed April 2, 1996; effective August 28, 1996. Amendment filed October 20, 1997; effective February 27, 1998. Amendment filed February 3, 2005; effective June 28, 2005. Repeal and new rule filed December 6, 2007; effective April 29, 2008.

1640-1-13-.03 ELIGIBILITY. The successful applicant must meet all of the following:

- (1) The successful applicant must meet all the following criteria:
 - (a) Be a citizen of the United States.

(Rule 1640-1-13-.03, continued)

- (b) Be a resident of Tennessee.
- (c) Be a minority.
- (d) Be admitted to or enrolled in an accredited institution of higher education in Tennessee from which credits earned are recognized by the State to be applicable to a teacher certification program. Loans may also be granted to students admitted to or enrolled in an accredited two-year institution of higher education, provided that a plan of study is pursued which is transferable to a college or university in Tennessee and will lead to licensure, which will then be used to teach in a public school at some prekindergarten, kindergarten, elementary, or secondary level in the State, provided that the plan of study can be completed within a four-year period calculated from the date of the first disbursement.
- (e) Submit to TSAC a signed Statement of Intent to teach in a Tennessee public prekindergarten, kindergarten, elementary or secondary school.
- (f) Not accept any financial aid that carries with it a conflicting service obligation. For the purposes of this program, participation in the Tennessee Teaching Scholars Program shall be considered as accepting aid that carries a conflicting service obligation.
- (g) Submit a completed application to TSAC by the established deadline on a TSAC-approved application.
- (h) Submit to TSAC copies of all official transcripts and the most recent test scores.
- (i) Agree to inform TSAC in writing when any significant change in his or her status occurs and provide documentation to support it. This shall include, but is not limited to changes in name, address, and enrollment. After obtaining teacher licensure, the recipient shall inform TSAC when he or she has obtained a teaching position, changed teaching assignments, or terminated teaching service.
- (j) Shall not owe a refund or repayment on any grant, and is not in default on any loan, received at any postsecondary institution, under the provisions of Title IV of the Higher Education Act of 1965, as amended.

Authority: T.C.A. §§ 49-4-201, 49-4-203, 49-4-204, and 49-4-706. **Administrative History:** Original rule filed July 14, 1989; effective October 29, 1989. Amendment filed October 20, 1997; effective February 27, 1998. Amendment filed February 3, 2005; effective June 28, 2005. Repeal and new rule filed December 6, 2007; effective April 29, 2008.

1640-1-13-.04 METHOD OF SELECTION.

- (1) Each year that funds are available, representatives of the SBE, the TDOE, and THEC with the Executive Director of TSAC shall form a selection committee that shall determine the ranking of applicants in accordance with the ranking system adopted by the four agencies.
- (2) The following priority groups have been established for this program:
 - (a) First priority shall be given to eligible renewal applicants.
 - (b) Second priority shall be given to college students who have a 2.5 college GPA, are enrolled full-time and are taking courses creditable to teacher education.

(Rule 1640-1-13-.04, continued)

- (c) Third priority shall be given to entering freshmen who have a 2.75 high school GPA and either an ACT composite score of at least 18 (or the equivalent SAT total score) or in the top twenty-five percent (25%) of their high school graduating class.
- (3) Until all qualified applicants from the higher priority group(s) who have submitted their applications by the deadline have been offered the loan, no applicants from a lower group may be considered for selection.
- (4) The ranking of applicants must consider grade point average, standardized test scores and evidence of commitment (experiences that would indicate an interest in teaching). It may also include difficulty of high school and/or undergraduate courses taken, certifications sought, the grand division of the State in which the applicant resides, and other such factors that shall be identified as relevant to meeting the goals and interests of the Act.

Authority: T.C.A. §§ 49-4-201, 49-4-203, 49-4-204, and 49-4-706. **Administrative History:** Original rule filed July 14, 1989; effective October 29, 1989. Amendment filed October 20, 1997; effective February 27, 1998. Amendment filed December 22, 1997; effective April 30, 1998. Repeal and new rule filed December 6, 2007; effective April 29, 2008.

1640-1-13-.05 LOAN AMOUNT AND TERMS.

- (1) All loans shall be evidenced by notes payable to TSAC.
- (2) Funds will be sent to the college financial aid office or business office each semester in the recipient's name and shall be disbursed on a semester pro rata basis. If the institution participates in Automated Clearing House, the funds will be sent by direct deposit to the institution and the institution will be directed to deliver the funds to the recipient. The maximum award for a recipient and opportunities for renewal shall be as described in T.C.A. § 49-4-706. If the recipient receives other educational assistance for the same period(s), the total assistance including this award is limited to the recipient's cost of attendance, as determined by the college financial aid office.
- (3) The awards may be transferred from one eligible institution of higher education to another provided that a TSAC-approved transfer form is submitted to TSAC.
- (4) Cancellation
 - (a) For each year of full-time teaching service at an eligible school, as defined in these regulations, the recipient shall receive cancellation credit of one (1) academic year's award (the equivalent of two (2) semesters) toward repayment of the loan. If a recipient teaches in an eligible school that is high priority or on warning status as designated by the State Department of Education or the State Board of Education, the recipient's obligation will be canceled at a rate of one and one-third ($1 \frac{1}{3}$) of the total annual award.
 - (b) Fractions of a year may be credited in one (1) semester or one-half (1/2) year increments toward cancellation for recipients who begin or end full time teaching in the middle of an academic year in a Tennessee public school. At the end of such period, cancellation will be applied upon receipt of verification of the completion of such service.
 - (c) A grace period of one (1) year will be granted to allow the recipient opportunity to secure employment to begin cancellation credit. When a recipient has obtained a full-time teaching position at an eligible school, some or all of the grace period may be waived at the recipient's written request.

(Rule 1640-1-13-.05, continued)

- (d) Recipients in teaching positions, which qualify them for cancellation credit, must notify TSAC of that teaching status. Individuals whom TSAC has determined to be in a full-time teaching position at an eligible school shall be granted a postponement on repayment to allow them the opportunity to complete a full year of teaching. At the end of such period, cancellation credit will be applied upon receipt of the verification of such service.
 - (e) The debt shall be canceled in case of the death of the recipient upon documentation deemed acceptable by TSAC.
 - (f) If a recipient is determined to be totally and permanently disabled under the standards established by T.C.A., Title 8, Chapter 36, Part 5, for determining disability for members of the Tennessee Consolidated Retirement System, the outstanding debt shall be canceled. A recipient is not considered totally and permanently disabled on the basis of a condition that existed prior to his or her application unless the recipient's condition has substantially deteriorated since he or she submitted the application. If at any time subsequent to an initial determination of disability the recipient's condition improves to the point where a total and permanent disability no longer exists, the Corporation may reinstate any outstanding debt previously canceled.
- (5) Repayment
- (a) The loan must be repaid should the recipient choose not to honor the terms and conditions of the loan agreement. Repayment will include the full amount of the loan funds received plus interest accrued from the date of disbursement award(s). The interest accrued is determined by an interest rate of nine percent (9%) per annum. Repayment may be in whole or in monthly installments of at least one hundred dollars (\$100) over a period of not more than ten (10) years from the end of the grace period. Payments of less than one hundred dollars (\$100) per month may be made only if the recipient documents to TSAC's satisfaction his or her inability to make payments of that amount. All interest shall be based upon the unpaid balance of the loan. The accrued interest may be capitalized.
 - (b) Repayment for recipients who complete the plan of study shall begin upon demand by TSAC, or in the first month following the end of the grace period. Interest shall begin to accrue on the date of disbursement.
 - (c) Repayment for recipients who fail to complete the funded plan of study shall begin upon demand by TSAC, or in the first month following such failure. Repayment will include the full amount of the loan funds received plus interest accrued from the date of disbursement and shall be based upon the nine percent (9%) per annum interest rate from the time of the recipient's disbursement. Repayment may be made in whole or monthly installments over a period of not more than ten (10) years from the date of failure to complete the plan of study. All interest shall be based upon the unpaid balance of the loan. The accrued interest may be capitalized. If a borrower issues a check, draft, warrant or electronic funds transfer, which is subsequently returned to TSAC for reason of insufficient funds, a stop payment order by the issuer, or other reason, the payment to which these funds was applied shall be reversed on the borrower's account and interest shall continue to accrue from the date of the last valid payment.
 - (d) Repayment of principal and interest will be prorated for partial service cancellation to reflect each full academic year taught. Such repayment shall begin upon demand by TSAC, or in the first month following termination of the creditable teaching service. Repayment of the non-canceled loan may be made in whole or in monthly installments over the remaining months of the ten-year repayment period. All interest shall be based

(Rule 1640-1-13-.05, continued)

upon the unpaid balance of the loan. The accrued interest may be capitalized. Minimum monthly payments of one hundred dollars (\$100) will be required unless an exception as described in (4)(a) is granted.

- (e) If a recipient should re-enter teaching at an eligible school after commencing monetary repayment, the repayments already made cannot be returned to the recipient. However, any additional repayment balances that were not in arrears at the time of the reentry into teaching may be “forgiven” by subsequent teaching service.
- (6) Repayment of principal may be deferred, but interest shall accrue, during any period while the recipient is enrolled as a full-time student in an accredited institution of higher learning, or other extenuating circumstances as determined by the Executive Director of the TSAC. To be eligible for deferment the recipient must request a deferment in writing and complete a TSAC-approved deferment form on a semi-annual basis.
- (7) Deferments must be verified on a semi-annual basis and supporting documentation shall be provided to TSAC if requested. A student may be granted a deferment based on one or more of the following reasons:
 - (a) “Enrollment not seeking a teaching certificate” in which the student is still enrolled in an accredited institution but is no longer seeking a teaching licensure, and shall not exceed three (3) years.
 - (b) “Enrollment seeking a teaching certificate” in which the student has not yet completed the requirements for a teaching licensure and is still enrolled at least half-time at an accredited postsecondary institution and is making satisfactory progress toward a teacher licensure and shall not exceed four (4) years.
 - (c) “Hardship” is a period of time the student is not able to make payments and shall not exceed two (2) years.
 - (d) “Military duty” in which a student has been called into active duty and shall not exceed the time of deployment.

Authority: T.C.A. §§ 49-4-201, 49-4-204, and 49-4-706. **Administrative History:** Original rule filed July 14, 1989; effective October 29, 1989. Amendment filed July 17, 1991; effective October 29, 1991. Amendment filed October 20, 1997; effective February 27, 1998. Amendment filed September 17, 1998; effective January 28, 1999. Amendment filed June 30; effective October 28, 2000. Amendment filed July 26, 2000; effective November 28, 2000. Amendment filed August 29, 2000; effective December 29, 2000. Amendment filed August 6, 2002; effective December 27, 2002. Amendments filed February 3, 2005; effective June 28, 2005. Repeal and new rule filed December 6, 2007; effective April 29, 2008.

1640-1-13-.06 APPEALS PROCEDURES.

- (1) TSAC shall provide written notice to a student of an adverse decision relative to a student's application for scholarship or scholarship award. A student who disagrees with such decision and wants the decision reviewed must request a review of the decision in writing. The student's request for review must be received by TSAC within ten (10) business days of the date of the written notice provided by TSAC. Such request shall include a statement of the reason or reasons for the request for review and all information supporting the student's position regarding the decision.
- (2) Review of the TSAC decision shall be made by the TSAC Associate Executive Director for Grants and Scholarships, who shall issue a written decision to the student. A student who disagrees with such decision and wants the decision reviewed must request a further review of that decision in writing. The student's request for review must be received by TSAC within

(Rule 1640-1-13-.06, continued)

ten (10) business days of the date of the decision. Such request shall include a statement of the reason or reasons for request for review and all relevant supporting information.

- (3) Review of the decision of the TSAC Associate Executive Director for Grants and Scholarships shall be made by the TSAC Executive Director, who shall issue a written decision to the student. A student who disagrees with such decision and wants the decision reviewed must request a further review of that decision in writing. The student's request for review must be received by TSAC within ten (10) business days of the date of the decision. Such request shall include a statement of the reason or reasons for request for review and all relevant supporting information.
- (4) Review of the decision of the TSAC Executive Director shall be made by the TSAC Appeals Committee, who shall issue a written decision to the student. The decision of the TSAC Appeals Committee is the final administrative remedy. There shall be no right to judicial review of a decision of the TSAC Appeals Committee.

Authority: T.C.A. §§ 49-4-201, 49-4-204, and 49-4-706. **Administrative History:** Original rule filed July 14, 1989; effective October 29, 1989. Repeal and new rule filed December 6, 2007; effective April 29, 2008.

1640-1-13-.07 REPEALED.

Authority: T.C.A. §49-4-204. **Administrative History:** Original rule filed July 14, 1989; effective October 29, 1989. Repeal of rule filed December 6, 2007; effective April 29, 2008.